



City of Kirkland
Request for Proposal (RFP)
57-15-CMO
State Legislative Advocacy Services

PART A: PURPOSE OF REQUEST

The City of Kirkland City Manager's Office is initiating this Request for Proposal to solicit proposals from consultants experienced in state legislative operations and proceedings, who are interested in providing professional state lobbyist services to further the interests of City's legislative goals and priorities.

The proposed scope of services for this project is described in Attachment A. For informational purposes, a copy of the City's most recent State Legislative Agenda is included as Attachment B; the agenda for 2016 will be developed in the fall of 2015. A sample of the City's professional services agreement is included in Attachment C.

The City of Kirkland reserves the right to reject any submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

PART B: RFP SELECTION PROCESS AND SCHEDULE

The City's proposed timetable and schedule for review of the RFP Submittals and final selection of the Contractor is as follows:

- August 10 - RFP Packages available
- Aug. 25 - Deadline for submitting written questions: 5:00 PM
- Sept. 1 - RFP Submittal Deadline: 4:00 PM
- Sept. 8 - 11 - Evaluation Panel reviews and scores RFP Submittals
- Sept. 14 - 18 - In-person interviews
- Sept. 22 - Contract awarded
- Oct. 1, 2015 - Execute Contract and Notice to Proceed

These dates are estimated and subject to change by the City.

PART C: SUBMITTAL INSTRUCTIONS

Proposals must be received no later than **4:00 PM Pacific Time on Tuesday, September 1, 2015.**

Proposals may be submitted as email attachments (preferred) or an original and four paper copies may be mailed or delivered to the address shown below.

Emailed proposals should include "57-15-CMO, State Legislative Advocacy Services RFP" in the subject line and be addressed to: purchasing@kirklandwa.gov and must be received before the due date and time. (Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB).

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Paper proposals are to be mailed or delivered to:

The City of Kirkland
Attn: Barry Scott – Job Number 57-15-CMO
123 Fifth Avenue
Kirkland, WA. 98033

The proposal, whether electronic or paper, shall not exceed twenty (20) pages (10 double-sided sheets of paper). The front cover, the back cover, and a maximum two-page cover letter, may be in addition to the twenty (20) page limit.

Incomplete proposals and proposals that arrive after the due date and time will not be accepted. The City of Kirkland accepts no liability for misdirected or lost documents. Submittals will not be returned.

A respondent may withdraw a submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new submittal prior to the final closing date given above.

Questions: Questions regarding the RFP process should be addressed to Barry Scott, Purchasing Agent, at bscott@kirklandwa.gov or by phone to 425-587-3123.

Questions regarding the scope of services or evaluation process should be submitted in writing or by e-mail to Lorrie McKay, Intergovernmental Relations Manager, at lmckay@kirklandwa.gov by 5:00 PM on August 25. Please allow at least one business day for responses. Questions submitted after August 25 will not be answered.

Contract: The contract shall consist of the following documents: The Request for Proposal (RFP), the accepted proposal, a Professional Services Agreement (sample attached) and any agreed upon written changes to any of the foregoing documents. The contract documents are complementary and what is called for in any one document shall be binding as if called for by all.

Cooperative Purchasing: RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

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PART D: SCOPE OF SERVICES

General Information

The intent of this RFP to obtain proposals from qualified individuals, firm, or entities to provide state legislative advocacy services. The selected Consultant will work with the City to develop state legislative agendas and work with legislators, agency and department staff to advance the City's legislative priorities in Olympia, monitor the state's appropriations cycles and grant deadlines and other appropriate state activities.

Kirkland is one of 44 Washington cities operating under the Council-Manager form of government. This system of local government combines the political leadership of elected part-time council members with the managerial experience of an appointed full-time City Manager. The City Council is the legislative body; its seven members are the community's decision makers. The City Manager is hired to serve the Council and the community in carrying out policies and overseeing the delivery of municipal services. The Mayor is elected from within the City Council, to serve a two-year term. The Mayor presides at City Council meetings and represents the City at various ceremonial functions and at other community and intergovernmental meetings. This position does not exercise veto power.

Kirkland is a rapidly urbanizing city in King County, Washington, located on the east side of Lake Washington from the City of Seattle. Since its incorporation in 1905, Kirkland has grown to approximately 12 times its original geographic boundaries, nearly doubling in size during the 1940s and 1960s. In 2011, Kirkland annexed three unincorporated northern neighborhoods, adding approximately 31,000 new residents and nearly seven square miles. Its current population totals approximately 83,500, making it the 7th largest city in King County and the 18th largest in Washington State. Kirkland City government supports a strong, diverse economy with quality services and infrastructure. Prudent financial management has earned the City Standard & Poor's AAA credit rating year after year.

Features of the city include seven miles of shoreline together with a unique downtown waterfront, the only eastside downtown frontage along Lake Washington's shores. The downtown boasts restaurants, art galleries, a 400 seat performing arts center, public parks, and public beaches. The City recognizes pedestrian safety and walkability as key components in the quality of life for those that live, work, and play here. The City has preserved its public pathways along Lake Washington Boulevard. In 2006, Kirkland was the first city in Washington State to adopt a Complete Streets Ordinance, which provides for the design of streets that will enable safe access for all users. In 2014, Kirkland was named Best City by 425 Magazine and Money Magazine ranked Kirkland as #5 in its 2014 Best Places to Live in America issue.

Notable businesses located in Kirkland include Google, INRIX, Revel, GoDaddy, Bluetooth (world headquarters), Kenworth Truck Company, the Woodmark Hotel and the Heathman Hotel to name a few. Google is expanding with a new 180,000 sq. ft., two story office building due west of the existing three-building campus. Google's second campus construction is anticipated to be completed by late summer 2015 and will nearly double its workforce to over 2000 employees. The Totem Lake Business District, a designated regional urban center, is Kirkland's largest employment center and the highest revenue generator of all Kirkland business districts, and is

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the focus of significant economic revitalization. By 2035, Totem Lake is expected to double its housing units from 4,144 to a range of 6,912 to 12,911. Employment is expected to increase from 12,966 to a range of 24,994 to 52,364. In March of 2015, the City Council approved an agreement for the redevelopment of Totem Lake Mall, located on a 26-acre site within the designated Totem Lake Urban Center. The Agreement sustains the City's original commitment to public improvements of \$15 million to NE 120th Avenue, a public plaza, and possibly a portion of a parking garage. During the 2015 legislative session, the City's efforts secured \$75 million in new state transportation funding for the design and construction of on and off-ramps to I-405 at NE 132nd Street to improve mobility in the Totem Lake urban center. The redevelopment of Park Place is on the horizon in downtown Kirkland. The vision for Park Place includes a 1.1 million square foot office, retail and residential complex that will transform the existing suburban style office park and retail area into a lively, integrated mixed-use center. Ground breaking for this project is anticipated in 2016.

The City purchased a 5.75 mile segment of a former BNSF rail corridor from the Port of Seattle in 2012. This corridor runs north/south through the Totem Lake designated urban center, past businesses and through some of the most densely populated neighborhoods along the larger 42 mile corridor. Referred to by residents as the 'Cross Kirkland Corridor (CKC),' its southern end is located next to the South Kirkland Park and Ride, the site of a transit oriented development at the southern border of the City against the northern border of the City of Bellevue. Since 2012, Kirkland's legislative efforts have secured \$2 million in state funding for development of the Cross Kirkland Corridor's interim trail; \$500,000 in acquisition matching funds; and \$2.3 million toward CKC related capital projects. At the intersection of NE 124th & 124th Ave. NE, the CKC crosses two legs and nine lanes of traffic in less than 350 feet. It is one of Kirkland's busiest intersections, with traffic volumes exceeding 50,000 vehicles per day, directly servicing the on and off-ramps for northbound I-405. As an impediment to active transportation, this crossing is identified by both the Totem Lake Master Plan and the Cross Kirkland Corridor Master Plan as needing a grade separated crossing which will reduce modal conflicts between pedestrians and/or bicyclists and vehicles.

Lake Washington School District is the primary public school district for the City of Kirkland. Kirkland is also home to Lake Washington Institute of Technology, as well as Northwest University, a regionally accredited Christian coeducational institution.

Kirkland is bordered to the west by Lake Washington, to the east by the City of Redmond, to the south by City of Bellevue, and to the north by the cities of Kenmore, Woodinville, and Bothell. Kirkland is accessible via Interstate 405, which connects it with other eastside cities, including Bellevue, Renton, and Bothell. Seattle and the University of Washington are west of Kirkland, and Redmond to the east, are both accessible through State Highway 520.

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Scope Detail

Anticipated work includes, but is not limited to:

- Develop legislative concepts/language and legislative agenda in conjunction with the City's Legislative Committee, City Manager and Intergovernmental Relations Manager.
- Participate in weekly City Legislative Committee meetings via conference call on legislative priorities and specific issues to review, analyze and develop strategies.
- Provide general education and insight on the Governor's office and state legislature, and specific or potential impacts on the City of Kirkland.
- Coordinate meetings with legislators and with Governor and agency staff.
- Provide regular weekly written reports (due Friday's), in a mutually agreed to format to the City during session to include: detailed updates on priority agenda items; a weekly schedule of relevant upcoming legislative hearings; bill tracking; and reporting information for all legislation determined by staff to potentially impact the City.
- Facilitate legislation sponsorship and introduction in both the House and Senate as needed.
- Work with the City to maximize its capital programs applications.
- Work on budget items in any of the three budgets – transportation, capital and operating as determined within the legislative agenda.
- Assist the City with creating effective, consistent and coordinated communications with the state delegation, including assisting with draft written correspondence.
- Present legislative issues to the full City Council as needed/upon request. (1st & 3rd Tuesday's)
- Provide an end-of-session summary report of proactive and defensive achievements.

PART E: CONTRACTOR QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Provide a statement of qualifications and relevant experience of individual(s) who will be involved in this contract. Statement should demonstrate a successful history of providing like or significant services to the City or other similar entities sufficient to support the conclusion that the proposer has the ability and the operational capacity to provide the services required in this RFP. In order to be considered for employment, the Consultant must:

- Be licensed to do business in the State of Washington.
- Have a record of three years' experience in legislative governmental representation in Olympia.
- Be registered with the Public Disclosure Commission (PDC) for lobbying activity in the State of Washington.
- Have a valid City of Kirkland business license or agree to obtain such license by the start of the contract period.
- Be available to provide services starting on October 1, 2015.
- Demonstrate to the City's satisfaction that the proposer has the financial strength and stability to assume the responsibilities required under this RFP and to successfully fulfill the contract.
- Demonstrate to the City's satisfaction that the proposer has the staffing capacity, vehicle(s), equipment, training and licensure requirements necessary to assume the responsibilities required under this RFP and to successfully fulfill the contract.

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PART F: REQUIREMENTS

Please note the following general requirements are mandatory to all proposals. Proposals submitted after the deadline date or lacking one or more of the following requirements will not be accepted.

Please include your name; business name; address; email address; phone number. All proposals sent electronically must be in a PDF or Word document.

All proposals must include the legal name of organization, firm, individual of those submitting the RFP. Include the address of principle place of business; phone numbers; primary person to contact and be signed by an official who is legally authorized to bind the organization.

All proposals should be a maximum of twenty pages and must include a detailed description of the proposer's qualifications and relevant experience of individuals(s) who will be involved in this contract and must include the following information about the firm:

- State of Incorporation
- UBI number, and Federal Tax ID number
- Business Address
- Phone & Fax Number for Contact Person
- E-mail Address for Contact Person

Provide all references and materials required by the RFP instructions (Part C).

PART H: BUDGET AND LENGTH OF CONTRACT

The City's retainer for State Legislative Advocacy Services is currently budgeted at \$4,000 per month. Funding above that would be contingent upon service package request approval by the City Council for the 2015-2016 budget, as well as budget approval by the City Council for the 2017-2018 budget cycle. Payment amounts and schedules will be based on the proposal and, if selected, subsequent negotiations.

The length of the contract for State Legislative Advocacy Services will be for a period of three (3) years with an additional one (1) year extension upon mutual agreement of both parties.

PART I: SELECTION CRITERIA AND EVALUATION PROCESS

A selection team, designated by the City, will evaluate and determine the ranking of the Proposals. The City, at its sole discretion, may elect to select the top-scoring firms as finalists for an in-person interview/presentation. Should the City elect to hold interviews, it will contact the top-scoring firm(s) to schedule a date, time and location.

The City Manager for the City of Kirkland shall award the contract to the proposer that successfully demonstrates the ability to meet the required elements in the most cost effective and efficient manner. All proposals will be evaluated using the same criteria.

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The criteria used will be:

A. Ability to Perform Required Services

The City will consider all the relevant material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of providing services of the type and scope specific to the RFP. The following elements may be given consideration by the City in determining whether a proposer is capable:

1. Experience, and reputation of the agency and other information that has a direct bearing on the decision to award a contract.
2. Quality, ability, capacity and skill of the agency to perform the scope of services, and responsiveness of the proposed program/methods.

B. Fees

Fees proposed for services to be performed.

C. Ability to Meet Part F: Requirements

Provide all information and meet contract requirements under "Part F: Requirements" of this RFP.

D. Results of Interviews

The City may conduct interviews as part of the final selection process.

Failure to provide a complete proposal, clearly provide the elements of proof required, or demonstrate the elements stated above shall be cause for the rejection of any proposal.

PART J: TERMS AND CONDITIONS

1. All proposals submitted become public information.
2. The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE).
3. Nondiscrimination: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.
4. In the event it becomes necessary to revise any part of this RFP, addenda shall be provided to all proposers by the Purchasing Office.
5. It is understood that the Contractor and its employees will be independent from the City and will not be considered employees of the City.
6. It is understood that the Contractor shall not receive any additional compensation for expenses.

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7. The successful proposer shall make such arrangements as may be necessary to commence operation on October 1, 2015 upon the final approval of the contract.
8. The City of Kirkland may request additional information or clarification from any proposer.
9. Proposals may not be modified or withdrawn after the time set for the opening of this proposal.